



JOB SPECIFICATION

Code 12230

ACCOUNTANT

General Purpose

Under direction, participate in providing professional accounting administrative and advisory services for an assigned program or phase of fiscal support operations.

Typical Duties:

Perform journey level accountant and basic financial analysis duties as required to ensure accurate recording, updating and reporting for designated types of transactions. Involves: Assist in preparation of the Comprehensive Annual Financial Report (CAFR). Balance and reconcile general ledger statements; prepare general journal entries (such as revenues, expenditures, and depreciation) to generate fiscal month and year-to-date balance sheets, changes in fund balance and cash flow financial statements. Analyze and prepare financial statements related to individual funds. Perform research and report generation to assist external auditors.

Maintain and analyze assigned aspects of financial and accounting database and financial management system. Involves: Enter, retrieve and review accounting data from the centralized financial management system and personal computers or source documents such as journal entries, invoices or budget transfers to generate financial reports. Generate periodic accounting or statistical reports to management or regulatory agencies. Analyze expenditure trends and assist in preparation of the annual operating or capital improvement budget.

Assist supervisor with daily cash management functions. Involves: Analyze cash activity for previous day, reviewing account transaction exceptions and identify cash needs to meet daily obligations. Identify, prepare and process wire transfers with proper documentation to manage cash flow, prepare detailed daily cash position statement, validate checks for payment. Reconcile bank accounts, mutual funds and investment portfolios. Create and post journal entries, monthly reconciliation of mutual funds and investment portfolio, identify, research, and resolve investment related problems, communicate findings with supervisor, financial institution representatives, auditors or others.

Perform related duties as required. Involves: Act as immediate supervisor or work leader if assigned a professional, paraprofessional or clerical support employee as a helper. Substitute for supervisor or coworkers if necessary to ensure continuity of operations during absences. Advise supervisor in a timely manner of situations or issues that have or could lead to deviation from expected results and recommend appropriate solutions or options. Calculate and initiate payments for municipal bonds (principal and interest) and bond administrative fees. As designated security administrator, authorize computer access to bank records and signature plates. Facilitate petty cash advances and reimbursements.



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Knowledge, Skills, and Abilities

- Application of considerable knowledge of modern municipal accounting and financial management practices, cash management, investment and banking practices, policies and procedures.
- Application of good knowledge of Generally Accepted Accounting Principles (GAAP), Government Accounting Standards Board (GASB) and Financial Accounting Standards Board (FASB) pronouncements.
- Application of good knowledge of modern municipal accounting and cash management practices, generally accepted accounting, auditing and investment practices, methods, policies and procedures.
- Application of some knowledge of computer hardware, software and peripherals related to a wide range of accounting and financial management operations including computerized finance and spreadsheet applications.
- Analyze financial data and additional information having several variables and outcomes from accounting, financial or statistical records within the framework of numerous guidelines and standardized courses of action, and occasionally recommend and initiate an original solution to a problem within the bounds of accepted practice.
- Clear, concise oral and written communication to prepare and present designated regulatory or management accounting or statistical reports and financial schedules to management or regulatory agencies and maintain related detailed fiscal records.
- Operate standard office equipment including personal computer, and related spreadsheet applications and financial management information system.
- Establish and maintain effective working relationships with supervisors, coworkers, officials and the public in order to regularly resolve ordinary issues or occasionally those of a sensitive or controversial nature.

Other Job Characteristics

- None.

Minimum Qualifications

Education and Experience: Equivalent to a combination of a Bachelor's degree in accounting, finance, business or public administration or a related field, including a concentration of 18 upper division semester credit hours in accounting, and two (2) years of professional accounting experience.

Licenses and Certificates: None.